

RESOLUTION NO. 89-50

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE REVISION OF THE CLASS SPECIFICATIONS
FOR POLICE CAPTAIN

RESOLVED, that the City Council of the City of Lodi does hereby approve the revision of class specifications for Police Captain, as shown on Exhibit A attached hereto and thereby made a part hereof.

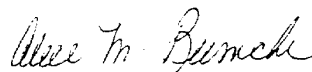
Dated: May 3, 1989

I hereby certify that Resolution No. 89-50 was passed and adopted by the City Council of the City of Lodi in a regular meeting held May 3, 1989 by the following vote:

Ayes: Council Members - Hinchman, Olson, Reid and Snider (Mayor)

Noes: Council Members - None

Absent: Council Members - Pinkerton


Alice M. Reimche
City Clerk

May 3, 1989

EXHIBIT A

POLICE CAPTAIN

DEFINITION:

Under administrative direction, to plan, organize, and direct the work of a division of the Police Department; provides responsible and technical assistance to the Police Chief; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This classification has division level responsibility for the administration of a functional area of the Police Department such as patrol, investigations, or services.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Police Chief.

Exercises direct or general supervision over subordinate sworn and non-sworn personnel.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Plans, organizes, coordinates, administers, directs and evaluates the work of a division of the Police Department.

Develops and implements goals, objectives, policies, procedures and work standards for the division.

Prepares or directs the preparation of a variety of studies and reports related to current issues and long-range City needs, and develops specific proposals to meet them.

Plans, delegates and oversees execution of division programs and activities, including preparing and administering the division budget.

Directs the selection, supervision and work evaluation of division staff and provides for their training and development.

Works closely with public and private groups and individuals to explain or coordinate proposed programs; responds to citizen concerns or inquiries regarding police services.

Investigates complaints pertaining to division activities and personnel.

Coordinates work of the division with that of other divisions and City departments, outside agencies or citizen groups.

Interprets departmental and city policies and procedures to staff; provides technical assistance to staff; ensures compliance of division activities to pertinent codes, regulations and guidelines.

Monitors developments related to division activities, evaluates their impact and implements policy and procedure improvements.

Directs the preparation of or prepares and maintains written reports, records and correspondence.

May serve as the Police Chief on a relief basis.

QUALIFICATIONS:

Knowledge of:

Jail and operations standards.

Management principles and methods including the development of goals and objectives, supervision, and program development.

Principles and practices of budget development and administration.

Principles, practices, methods and equipment used in law enforcement including patrol, enforcement, custody, crime investigation and crime prevention.

Criminal law, codes, ordinances and court interpretations including right of citizens, apprehension, arrest, search and seizure, and rules of evidence.

Skill to:

Plan, direct, organize and evaluate a major division.

Analyze administrative and complex law enforcement and operations problems, develop sound alternatives, and adopt effective courses of action.

Develop and implement goals, objectives, policies, procedures, and work standards.

Establish and maintain effective working relationships with staff, other agencies and the general public.

Exercise independent judgement within general policy guidelines.

Communicate effectively, both orally and in writing.

Education:

Equivalent to completion of an Associate of Arts degree with major course work in criminology, law enforcement, public administration or closely related field.

Experience:

Three years of experience at the rank of Police Sergeant or above.

JOBSPEC3/TXTA.04P
April 26, 1989